



Registering and Titling Your Vehicle

If you recently acquired a vehicle or moved to the District, you need to apply for vehicle registration and title. To apply, visit DC DMV at 301 C Street NW, Room 1157. You must present the following *original* documents. We regret that we *cannot accept photocopies or scanned documents*.

1. Completed Application for Title Signed by All Owners

You may obtain applications at our Service Centers at 301 C Street NW, on our web site (www.dmv.dcgov.org), or by calling (202) 727-5000 to request one through the mail.

2. Valid Identification

You must have ONE of the documents on this list. Only these documents will be accepted.

- Valid DC driver's license, learner's permit, or non-driver's ID card
- If person submitting an application is not the vehicle owner, notarized power of attorney from vehicle owner and owner's DC driver's license, learner's permit, or non-driver's ID card

We regret that we CANNOT accept the following documents as identification.

- Out of state driver's license, learner's permit, or non-driver's ID card, expired DC driver's license or non-driver's ID card, photocopied power of attorney, work or school ID

3. Proof of Ownership

You must have ONE of the documents on this list. Only these documents will be accepted.

- Manufacturer's certificate of origin and bill of sale (new cars only)
- Original certificate of title in applicant's name (from other states)
- Certificate of title directly signed over from person on face of the title to the applicant (No third party reassignments other than through car dealerships)
- Government auction title

We regret that we CANNOT accept the following documents as proof of ownership

- Bill of sale without title documents, out of state registrations without title documents

4. Proof of Insurance

You must have ONE of the documents on this list. Only these documents will be accepted.

- Insurance policy with dates of coverage
- Insurance card with expiration date and showing vehicle identification number (VIN), make, and year of vehicle
- Letter from insurance company on their letterhead verifying coverage and showing vehicle identification number, make, and year of vehicle

We regret that we CANNOT accept the following documents as proof of insurance.

- Insurance bills, expired insurance cards

5. Odometer Statement

You must have ONE of the documents on this list. Only these documents will be accepted.

- Odometer mileage statement (if purchased from a dealer)
- Certification of odometer mileage of back of title (if signed over from a previous owner)
- Odometer mileage certified on dealer reassignment form
- Notarized letter or statement between buyer and seller

--See reverse for additional requirements--

DC DMV Customer Service (202) 727-5000

www.dmv.dcgov.org

Sherryl Hobbs Newman, Director

Anthony A. Williams, Mayor

The drive to excellence...

Rev.12.99



Registering and Titling Your Vehicle

6. Additional Requirements

If your vehicle is leased:

- Lease agreement with signature of leasing company and lessee (legible photocopies are acceptable)

If your vehicle has a lien:

- Lien agreement with signature of financial institution and borrower (legible photocopies are acceptable)

If you lived outside the District of Columbia and your vehicle is financed or leased and you do not have an original title in your possession:

You must contact your lien holder to have them forward your original certificate of title to:
DC DMV, 301 C Street, NW, Room 1157, Washington, DC 20001.

We recommend sending the title by certified mail to ensure delivery. It takes approximately 3 business days from the time DC DMV receives your title to when the title is available to process. You may call (202) 727-5000 to check to see if your title has arrived.

If acquired the vehicle through the death of the vehicle owner:

- Original letter of administration from a court with a seal
- Legal heir application, available at 301 C Street, Room 1157, and accompanying original death certificate

If you would like to transfer license plate from another vehicle:

- Original or copy of registration from the other vehicle

Fees (cash, check, or money order payable to DC Treasurer):

For one year:

New title:	\$55 for vehicles weighing less than 3,500 pounds \$88 for vehicles weighing more than 3,500 pounds
Lien Recordation (if vehicle is financed):	\$15/each lien
Inspection:	\$10
Excise tax:	6% of fair market value for vehicles less than 3,500 pounds 7% of fair market value for vehicles more than 3,500 pounds
Residential Parking Permit:	\$10

For two years:

DC DMV gives you the option of registering your vehicle for two years. For two year registrations, double the above fees.

All outstanding parking tickets must be paid at the time of application.

301 C Street Hours of Operation:

Mon – Fri 8:15 am to 4:00 pm
Wed 8:15 am to 8:00 pm

DC DMV Customer Service (202) 727-5000

www.dmv.dcgov.org

Sherryl Hobbs Newman, Director

The drive to excellence...

Anthony A. Williams, Mayor

Rev.12.99